

## Reporting Problems/ Errors in Submitting Form 303

1. **HHW Waste Collected in Duplication:** Agencies reporting in duplication. Report the waste collected in pounds only if your agency was the lead for the HHW program.
2. **Extra Waste Categories:** Non-RCRA, NR, railroad ties, propane gas cylinders, radio active waste, paint related tub skids, latex paint recycle bulk, and wax/polish. Use “Other” category for any other types of wastes not in the Form 303 and also identify these waste types reported.
3. **Missing Management Methods/ lbs instead of percentages:** Complete percentage in whole numbers only.
4. **Missing or Wrong Participants:** Complete the number of HHW participants.  
In absence of numbers, use your best judgement or get information from your operator.
5. **Management Methods percentage >100% or <100% for a waste stream:** A total waste percentage for any management method for a waste stream should be 100%.
6. **Wrong Management Methods or incorrectly completed:** Gal/ Lbs./Cu. ft/ tub skids instead of % for a waste stream. Please use whole number %.
7. **Wrong Reporting Period:** The time frame should be 7/1/-- to 6/30/-- (fiscal year & not calendar year).
8. **Missing a Whole Section:** Double check to be sure that there are not sections of the Form 303 missing or deleted.
9. **Wrong EPA ID:** Complete your CAH---- Only.  
If combining by program types, please provide the list of EPA IDs.
10. **Wrong Phone Numbers:** Please provide your correct contact information, including phone number where you can be contacted for future mailings or if we have any questions.
11. **No Form sent:** Please submit your completed Form 303 to DTSC in a timely manner (October 1, following the end of the fiscal year)

If you have any questions regarding the Form, please contact William Beckman of DTSC at (916) 324-8293 or e-mail [wbeckman@dtsc.ca.gov](mailto:wbeckman@dtsc.ca.gov).